

CONTROL CENTER
SOP NUMBER 12

IDEALIST MISSION EMERGENCY NOTIFICATION

1. PURPOSE: To establish a procedure to insure the immediate notification of all persons designated by AD/OSA to be notified in the event of an emergency. See List Attachment #1.
2. RESPONSIBILITY: It is the responsibility of the Operations Supervisor on duty in the Control Center to insure that the procedures outlined in this SOP are complied with.
3. PROCEDURES: The following procedures will be followed in the notification of interested parties in the event of an emergency.
 - a. Notification during the normal work day to persons within OSA will be through the two digit phone. Those outside of OSA will be by means of Gray Phone only except to Mr. Elder and Mr. Knocke.
 - b. Notification of Mr. Elder and Mr. Knocke will be made on agency RED line limiting to what can be said over the RED line.
 - c. Notification after duty hours will be to the designated persons and simply stating that we have an emergency on the mission running.
 - d. The names of individuals contacted and time contacted will be entered on the Control Center Check List (Attachment #1). In the event persons contacted desire further notifications, appropriate entry will be made on Check List. (Attachment #1).
 - e. All check lists will be filed in mission folders.

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Captain, USAF
Chief, Control Center, OSA

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